

National Medicines Steering Group

Terms of Reference – September 2023

Aim

To achieve improved health outcomes through optimal use of medicines by identifying system level change.

Purpose

The National Medicines Steering group will lead, enable and support:

- Centralised coordination of activities to support cohesive improvement in optimal use of medicines
- A focus on improving equity of access to medicines and settings that are pro-equity for Māori
- Overarching monitoring and surveillance of Aotearoa New Zealand medicines optimisation outcomes, promotion, and support of related research.

The group will initially be established for 12 months. The ongoing need for this group will be reviewed at that time.

Deliverables

- Provide clear input and advice to inform the next Government Policy Statement (GPS) to include optimal use of medicines
- An updated action plan which outlines how the system is delivering on the medicines strategy and improving optimal use of medicines
- Advice on where investment should be made in terms of collection and interpretation of data to inform improvement and optimal use of medicines
- To effectively measure and monitor the quality use of medicines and medicines related health outcomes and whānau experiences to more precisely inform improvement priorities and monitor progress
- Advising and informing research and evaluation in relation to policy changes for medicines (eg prescription co-payments)
- Expert advice on inclusions in relation to any legislative changes
- Provide advice on where collective action across agencies is required
- An agreed system structure which identifies the national governance for optimal use of medicines for Aotearoa.

Background

The terms of reference define the structure and purpose of the National Medicines Steering group. This group is made up of healthcare providers, consumers, and representatives from stakeholder organisations.

Membership

The membership will comprise of 18 members.

The chair will be Chief Medical Officer, Manatū Hauora

Membership will include the following representation:

- Consumer representation (2)
- Te Whatu Ora
- Te Tāhū Hauora Health Quality Safety Commission
- Manatū Hauora
- Te Aka Whai Ora
- ACC
- Te Pātaka Whaioranga| Pharmac
- Medsafe

Independent subject matter experts will be invited to each hui as required.

Responsibilities

The group has an obligation to conduct its activities in an open and ethical manner.

Members are expected to:

- work in partnership, embedding Te Tiriti o Waitangi WAI2575 principles
- work collaboratively, share work activities, and contribute to collective decision making
- provide input to documents that are circulated between meetings to enable steady progress
- attend stakeholder meetings and engagement opportunities, as required, with the sector to ensure consultation occurs
- agree on system wide improvements curated by the group, on behalf of the sector, reflecting the collective intent of a learning, improving and engaged health system
- make every effort to attend all group meetings and devote sufficient time to become familiar with the priorities of the group and the wider system within which it operates
- identify and declare any conflicts of interest and proactively manage any conflicts. Any conflicts of interest can be raised in meetings and will be recorded in the minutes.

Meetings

- The group will meet quarterly, via teams for one hour.
- A quorum will be a minimum of six members
- The group will focus on enabling a transparent, combined understanding and responsibility for optimal use of medicines with the wider health sector.
- Actions will be agreed upon through consensus.
- The group will meet for 12 months and ongoing need for the group will be evaluated at that time.

Communication

Key messages from the group will be communicated via the member's communication networks at the end of each meeting. Members should represent the agreed view of the group when communicating as a member of the group.

Governance

The group is a sub-committee of the National Quality Forum. The chair will escalate issues/decisions and provide updates to the National Quality Forum when required.

Fees

Members who are staff of a New Zealand public sector organisation, including public service departments, state-owned enterprises or Crown entities, are not permitted to claim a fee to represent their organisation.

Secretariat

The group will have a secretariat provided by Manatū Hauora

The responsibilities of the secretariat will include:

- preparing and distributing the agenda and associated papers prior to meetings (ideally at least 5 working days prior)
- recording and circulating the minutes to members (for feedback and approval) no later than 10 working days after a meeting
- managing the organisational arrangements for meetings.
- managing the membership appointment process
- coordinating activities of the group between meetings.